

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.
2388

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Agency
Maryland Department of Transportation

Division/Unit
Office of Engineering, Procurement and Emergency Services

Item No.	Description	Retention
1	<p>This schedule supersedes Schedules 1696</p> <p>PROCUREMENT RECORDS</p> <p>Applies to all State of Maryland Departments and Agencies and includes all standard purchasing forms as well as other purchasing media which provide supporting data for special and general purchasing records. Purchasing records may include all or some of the following documents:</p> <p>Actual Emergency and Repairs Reports Bid and Quote File Bid Tabulation Records Copies of Contracts Awarded Evaluation Committees Rating and Ranking Invoices/Expenditure Transfer Authorization Issue Tickets or Receipts List of Firm Which Obtained Bid/Proposal Materials/Supplies Specifications Monthly Expenditure Printouts Notice of Award of Contract Original Invitation for Bids Original Proposals Original Request for Proposals Packing Slips, Shipping Tickets, Bills of Lading Pre-bid/Pre-proposal Meeting Minutes Procurement Offices Determinations Procurement Review Group – MBE Participation Public Notice Purchase Orders</p>	<p>Retain in office for 5 years and until all audit requirements have been fulfilled, maintain in internal high-density filing system or transfer to the records center for 2 years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Date: 12/6/05

Signature: 

Typed Name: John M. Contestabile

Title: Director, Office of Engineering,

Procurement and Emergency Services

Authorized by State Archivist

Date: 22 Feb 06

Signature: 

**DEPARTMENT OF GENERAL SERVICES
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(Continuation Sheet)**

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Item No.	Description	Retention
	Purchasing Register Receiving Reports Register of Proposals Requisition Forms, Miscellaneous Requisitions for supplies Summary of Debriefings Unscheduled Requisition for Supplies Warehouse Requisitions	
2	<u>GENERAL ADMINISTRATIVE CORRESPONDENCE</u> Letters, reports, memoranda, and miscellaneous material pertaining to the routine administrative and operational duties of the office.	Retain for 3 years and until all audit requirements have been met, then destroy.
3	<u>GRANT RECORDS</u> Files containing records pertaining to Homeland Security and other grants received on behalf of MDOT or its modal agencies. Correspondence, memorandum of understanding and any e-mail pertaining to grants.	Retain in office until the expiration of the grant, maintain in internal high density filing system for 3 years and until all audit requirements have been met, then destroy.
4	<u>CLOSED LEASES</u> Contains letters, memoranda, notes, copies of maps, copies of signed leases, and all evidence of leases presented to the Board of Public Works.	Retain in office until lease is closed, maintain in internal high-density filing system for 3 years, then destroy.

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Item No.	Description	Retention
5	<p><u>MISCELLANEOUS CONTRACTS</u></p> <p>Contains miscellaneous contracts (equipment, service, maintenance), all evidence if such contracts being presented to the board of Public Works, and execute contracts.</p>	<p>Retain in office until contract is closed, maintain in internal high-density filing system for 3 years, then destroy.</p>
6	<p><u>CONSTRUCTION CONTRACTS</u></p> <p>Contains construction contracts, all evidence of contracts being presented to the board of Public Works, and executed contracts.</p>	<p>Retain in office until contract is closed, maintain in internal high-density filing system for 3 years, then destroy.</p>
7	<p><u>ARCHITECTURAL AND ENGINEERING (A&E) CONTRACTS</u></p> <p>Contains A & E contracts, all evidence of contracts being presented to the Board of Public Works, and executed contracts.</p>	<p>Retain in office until contract is closed, maintain in internal high-density filing system for 3 years, then destroy.</p>
8	<p><u>REAL PROPERTY CONVEYANCES/ACQUISITIONS</u></p> <p>Contains letters, memoranda, notes, copies of maps, copies of signed documents, and all evidence of real property conveyances/acquisitions being presented to the Board of Public Works.</p>	<p>Retain in office for 5 years, maintain in internal high-density filing system for 3 years, then destroy.</p>

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Item No.	Description	Retention
9	<p><u>TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD (TPSSB)</u></p> <p>Project files relating to TPSSB meetings: approvals, waivers, correspondence, and supporting documentation.</p>	<p>Retain in office for 5 years, then destroy.</p>
10	<p><u>BOARD OF PUBLIC WORKS (BPW) MEETINGS MINUTES AND TRANSCRIPTS</u></p> <p>Contains copies of minutes of MPW meetings, including DOT contract negotiation material and contract approval/disapproval.</p>	<p>Retain in office for 3 years, then destroy.</p>
11	<p><u>PAAR REPORT (Delegated Contracting Action Record)</u></p> <p>Contains copies of original requests and fund certifications from the various modals for delegated contracting actions and copies of the original monthly PAAR reports submitted to the Board of Public Works.</p>	<p>Retain in office for 3 years, then destroy.</p>